

CIA INTERNAL USE ONLY

Rec Mgt 2-2

Chief, Stock Management and Requirements
Section, Supply Division, OL.

14 April 1958

Chief, Records Management Staff, Management Staff

Stocking of Thermofax Labeling Paper

1. The attached thermofax paper, developed by the Three M Company, was tested by this Staff and found ideally suited for the preparation of address labels. On the basis of these results, samples of the paper and instructions for its use were sent to Records Officers in each of the headquarters Operating Offices. Response was immediate. From nine offices we received requests for 150 sheets of the paper, and we expect the demand to increase.

2. In view of the present and anticipated demand for this product, it is recommended that an initial order of 2,500 sheets (10 boxes) be stocked for controlled issuance through the Chief, Building Supply Officer. A trial stock level of 1,000 sheets is recommended, based on an estimated monthly usage of 300 sheets and four weeks procurement lead time. The unit of issue should be one sheet. The cost of each sheet is \$.068.

3. Any questions about this request may be referred to Mr. [redacted] of this Staff, on extension [redacted]. He would also like to be advised of the delivery date on this thermofax paper so that additional publicity on its use may be disseminated.

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Distribution:

- 2 - Addressee
- 1 - [redacted] Acting C/BSO
- 1 - RMS (Rec. Mgt. 2-2) ✓

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Mgt/S/RMS

skm (14 April 58)

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